



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised May-2013)

TO BE COMPLETED BY CLAIMANT **Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER**

Indicate reimbursement currency:
 For expense reimbursements in a currency other than CAD, **DO NOT** convert expenses to CAD value.
NOTE: Original receipts are required.

CAD
 USD
 Other

Purpose: Select purpose. Enter code, below, to complete G/L account. If G/L account is not listed, enter appropriate G/L account on "OTHER" line.

0	EMPLOYEE FIELD TRIP
1	EMPLOYEE CONFERENCE
2	STUDENT FIELD TRIP
3	STUDENT CONFERENCE
4	VISITOR

Business Area:
 Company Code: **UofT**
 Document Number:

TO BE COMPLETED BY CLAIMANT

Personnel Number	Period of Travel	EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM
Last Name	Initial	AIRFARE:	Travel within Canada		8 4 0 1 0	ER					
Address			Travel to USA from Ontario		8 4 0 1 0	EE					
Location and Description		ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0					
			ON, NF, NB (13%HST)		8 4 0 2 0	ER					
Department Contact		ALLOWANCE:	PEI (14%HST)		8 4 0 2 0	EP					
			NS (15%HST)		8 4 0 2 0	EN					
Department		RAIL/BUS:	All other provinces / territories		8 4 0 2 0	EE					
			USA / International		8 4 0 2 0	E0					
Telephone		CAR RENTAL:	Per Diem: Canada		8 4 0 3 0	EA					
			Per Diem: USA / International		8 4 0 3 0	E0					
Date Prepared		MEALS:	KMS X 54 cents/km		8 4 0 4 0	EA					
			Travel within Canada		8 4 0 5 0	ER					
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.		TAXI:	Travel outside Canada		8 4 0 5 0	E0					
			ON, NF, NB (13%HST)		8 4 0 6 0	ER					
Signature of Claimant		OTHER:	PEI (14%HST)		8 4 0 6 0	EP					
			NS (15%HST)		8 4 0 6 0	EN					
Print Name		TAXI:	All other provinces / territories		8 4 0 6 0	EE					
			USA / International		8 4 0 6 0	E0					
Authorized Approval		OTHER:	ON, NF, NB (13%HST)		8 4 0 7 0	ER					
			PEI (14%HST)		8 4 0 7 0	EP					
Print Name		OTHER:	NS (15%HST)		8 4 0 7 0	EN					
			All other provinces / territories		8 4 0 7 0	EE					
Title		OTHER:	USA / International		8 4 0 7 0	E0					
					8 4 5 0 0 0	ER					
Title		OTHER:			8 4 5 0 0 0	EP					
					8 4 5 0 0 0	EN					
Title		OTHER:			8 4 5 0 0 0	EE					
					8 4 5 0 0 0	E0					
Title		OTHER:			8 4 5 0 0 0	E0					
					8 2 5 5 3 0	E0					

TOTAL EXPENSES	\$0.00
LESS: ACCOUNTABLE ADVANCE	
REIMBURSEMENT REQUIRED	
OR REPAYMENT	

NOTES:

For Accountable Advance Settlements:
 Financial Services (Original copy)
 Originating Department (Photocopy)